



# District of Columbia Air National Guard

## Dual Technician/AGR Announcement

Announcement Number: Tech 04-048/AGR 04-154



<b>APPLICATION MUST BE FORWARDED TO:</b>  Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 <b>APPLICATION MUST BE RECEIVED ON</b>  <b>BY : 20 August 2004/1630 HRS</b>	<b>OPENING DATE:</b> 22 July 2004	<b>CLOSING DATE:</b> 20 August 2004
	<b>Position Title, Series, Grade, Salary Range</b> Supv Human Resources Spec (Mil) 80525000 GS-0201-11	
	<b>Maximum Military Rank:</b> CMSgt Selectee will be assigned to a compatible military position.	
	<b>Military Duty Assignment:</b> 3S0	
<b>Position Location:</b> 113 MPF Andrews AFB, Maryland	<b>Appointment Status</b> [X] Excepted [X] Enlisted [ ] Officer [ ] Competitive	
<b>AREA OF CONSIDERATION:</b>  (Individuals who possess the necessary qualifications to become member of the DCANG)		
<b>TECHNICIAN:</b> <b>Group III</b>  <b>AGR:</b> <b>AGR Resource Available - All Sources</b> <b>Permanent Change of Station:</b> Relocation expenses only applies to AGR		
<b>Special Remarks:</b> <a href="http://dcng.ngb.army.mil/">http://dcng.ngb.army.mil/</a>		
<b>INSTRUCTION FOR APPLYING:</b> This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <b>No binders please.</b> <b><u>If you are applying under the Technician Job Announcement the following documents are required:</u></b> 1.) OF612, SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. <b><u>If you are applying under the AGR Job Announcement the following documents are required:</u></b> 1.) NGB34-1, dated Oct 2002 2.) RIP (Report of Individual Performance) 3.) DD 214 4.) Weight Standard Letter 5.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
<b>Condition of Employment:</b> <b><u>National Guard Membership:</u></b> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <b><u>Electronic Funds Transfer:</u></b> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>Technician Employment Questions:</b> Contract CMSgt Kennetta Douglas at 202-685-9770 or DSN 325-9770		
<b>AGR Employment Questions:</b> MSgt Stepfaine Bowman, AGR Staffing Specialist can be reached at 202-685-9772 or DSN 325-9772. CMSgt Kennetta Douglas, AGR Manager can be reached at 202-685-9770 or DSN 325-9770.		
<b>Evaluation Process:</b> Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
<b>Equal Employment Opportunity:</b> All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



# The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

**Technician Announcement Number: 04-048**

**AGR Announcement Number: 04-154**

**Position:** Supv Human Resources Spec (Mil)

**Brief Description of Duties:**

Directly supervises and provides technical and administrative supervision to the Personnel Systems, Customer Service, Career Enhancements, Employments, Relocations, and Readiness functions of the MPF. Resolves technical/policy issues presented by program managers. Assists in the overall management of all military human resources programs. Provides direct support to wing, geographically separated units (GSU), tenant units, all assigned personnel, their dependents, and retired members. Plans, organizes and directs the activities of military human resources program, ensuring that the Military Personnel Flight complies with legal and regulatory requirements and meets customer needs. Administers, plans, and coordinates the activities of personnel assigned to the MPF performing customer service duties in all areas. Evaluates the status of automated and manual human resources functions. Serves as the MPF Commander's technical advisor for all personnel functions within the military human resources program areas supervised. Executes management policies by developing and implementing internal procedures and plans of action. Establishing conformance to those policies. Takes actions to solve problems, increase effectiveness, handle special projects, correct unsatisfactory conditions etc. Serves as the Test Control Officer. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Performs the full scope of supervisory functions including the assignment of duties, interview and selection of employees. Assigns work to subordinate employees. Performs other duties as assigned.

**Qualifications:** GS-11

**General Experience:**

Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

**Specialized Experience:**

Must demonstrate thirty-six (36) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

**Knowledge, Skills and Abilities (KSA's) Statements**

- A. Ability to analyze, coordinate, and gather facts pertaining to specific military personnel transactions.
- B. Skilled in oral and written communication in expressing and securing information.
- C. Skilled in formulating policies based on rules and regulations.
- D. Knowledge of military organizational structure

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.  
Incomplete applications will not be considered for employment.**